



February 5, 2014

Dear Consultant:

The **City of Ste. Genevieve** is requesting the services of a consulting engineering firm to perform the described professional services for the project included on the attached list. If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate office, which is indicated on the attachments. Limit your letter of interest to no more than ten (10) pages. This letter should include any information which might help us in the selection process, such as the persons or team you would assign to each project, the backgrounds of those individuals, and other projects your company has recently completed or are now active.

DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at www.modot.gov, in order to be counted as participation towards an established DBE Goal. We encourage DBE firms to submit letters of interest as prime consultants for any project they feel can be managed by their firm.

It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) and an Affidavit of Compliance with the federal work authorization program along with a copy of your firm's E-Verify Memorandum of Understanding (15 CSR 60-15.020) be submitted with your firm's Letter of Interest.

We request all letters be received by 5:00 p.m February 28, 2014 at City Hall, 165 S. Fourth Street, Ste. Genevieve MO 63670.

Sincerely,

Brenda Schloss
Planning and Zoning Administrator

Attachment

<i>Ste. Genevieve, Ste. Genevieve County, Missouri</i>	
Federal Aid No.:	STP- 9900(025)
Location:	STE. GENEVIEVE MISSOURI – N. MAIN STREET
Proposed Improvement:	Riverfront beautification project that consists of a hiking and biking trail extending from the North Gabouri Creek bridge on N. Main Street, north along Main Street to Little Rock Landing, west of the railroad tracks
Length:	1.7 miles
Approximate Construction Cost:	\$298,700.00
DBE Goal Determination	% 0
Consultant Services Required:	Construction Inspection Construction Phase: work with contractor on behalf of the City, assist with preconstruction conference, perform periodic site inspection, prepare change orders, inspect construction materials, check shop drawings submitted by contractor, conduct construction test and inspection, be present during critical construction operations, work with City to do full time inspections and reporting and participate in final inspection.
Other Comments:	
Contact:	<i>Brenda Schloss</i> <i>165 S. Fourth Street, Ste. Genevieve MO 63670</i> <i>573-883-5400</i> <i>bschloss@stegenevieve.org</i>
Deadline:	5:00 p.m. February 28, 2014
Submit • Letter of interest should not exceed <u>10</u> pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. <u>Two (2)</u> copies of the letter interest should be received at the address and by the time specified.	

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection. Additional criteria can be added with the approval of Central Office Design.

Experience and Technical Competence -

Max Points: 10

Capacity and Capability -

Max Points: 10

Past Record of Performance -

Max Points: 10